



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: ADMHS
Department No.: 043
For Agenda Of: June 16, 2015
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Alice Gleghorn, PhD, Director
Director(s) Alcohol, Drug, and Mental Health Services 805-681-5220
Contact Info: Ernest Thomas, Facilities Manager
Alcohol, Drug, and Mental Health Services 805-681-5236

SUBJECT: Southern Coast Janitorial Contracts for ADMHS facilities

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

1. Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Southern Coast Janitorial (a local vendor), for the provision of janitorial services, to increase the total current year contract amount by \$25,000, for a new contract maximum not to exceed \$123,000 for Fiscal Year 2014-2015 that otherwise cancels, nullifies, and supersedes Purchase Order DP03994, and provides a total contract amount not to exceed **\$123,000** through June 30, 2015.
2. Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Southern Coast Janitorial (a local vendor), for the provision of janitorial services, for a total contract amount not to exceed **\$123,000** for the period of July 1, 2015 to June 30, 2016.
3. Determine that the County's economic interests are served by such a contract, pursuant to Government Code Section 31000, since there are not County employees available to perform these maintenance or custodial matters; and
4. Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially

significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

Summary Text:

ADMHS contracts with local companies for the provision of janitorial services at various ADMHS facilities throughout Santa Barbara County. The contract with Southern Coast Janitorial is being expanded for the current year due to a greater number of special clean-ups needed than anticipated, as well as for additional cleaning staff to be on-site at the PHF, in accordance with licensing requirements. Vendors are selected based on rates, availability, experience with the vendor, and the ability of the vendor to perform the needed janitorial services.

Background:

Southern Coast Janitorial currently provides janitorial services for the ADMHS Psychiatric Health Facility (PHF), and the ADMHS Santa Maria Clinics located at Foster Road. In addition, Southern Coast Janitorial provides additional clean-up services at ADMHS locations as needed and requested by the ADMHS Facilities Manager.

ADMHS does not have any janitorial positions allotted in its salary model, and the cost of doing so would exceed the cost of contracting for the services. Contracting for these services provides a cost savings for the Department.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

| <u>Funding Sources</u> | <u>Current FY Cost:</u> | <u>Annualized On-going Cost:</u> | <u>Total One-Time Project Cost</u> |
|-------------------------------|--------------------------------|---|---|
| General Fund | | | |
| State | \$ 61,500.00 | \$ 61,500.00 | |
| Federal | \$ 61,500.00 | \$ 61,500.00 | |
| Fees | | | |
| Other: | | | |
| Total | \$ 123,000.00 | \$ 123,000.00 | \$ - |

Narrative:

The above referenced contract is funded by State and Federal funds. The funding sources are included in the FY 2014-15 Adopted Budget and the FY 2015-16 Proposed Budget.

Key Contract Risks:

There is a risk of Medi-Cal and Medicare audit findings if janitorial services are inadequate at the PHF.

Special Instructions:

Please return one (1) Minute Order and one (1) copy of the fully executed contracts to admhscontractsstaff@co.santa-barbara.ca.us.

Attachments:

1. Southern Coast Janitorial FY 14-15 PO to BC
2. Southern Coast Janitorial DP03994
3. Southern Coast Janitorial BC FY 15-16